



# CITY OF ATLANTA

## Job Announcement

### BUSINESS MANAGER

**STARTING SALARY: 60,734**  
**Salary Grade 32**

**Applications Accepted From: June 6, 2005 until June 17, 2005**

#### **Minimum Job Requirements\***

Persons applying for this position must have a Bachelor's degree from an accredited institution with a major in Accounting, Finance, Business or Public Administration, or a related field; and five years of business management experience in at least two of the following functional areas: budget preparation and management; performance analysis and reporting; administration of Finance functions of Departments and professional training/development programs; and project management. Two years of supervisory experience is required. Any combination of education and experience that provides the requisite competencies for this job will be considered.

#### **Distinguishing Features of the Classification:**

Assist in managing the day-to-day administrative function for the Finance Department. The incumbent will be responsible for: Department's budget, tracking and analysis of the results and forecasting; tracking and reporting on the Department's management objectives; administering the Department's training programs and overseeing the tailored development programs for Finance employees; Department's administrative policies and procedures; HR administration for the Department; representing the CFO on administrative matters; organization and management of the record keeping function; and logistics and space planning. Supervision is exercised over paraprofessional, technical, professional, and/or supervisory employees. The incumbent is an integral part of the management team and exercises considerable initiative with wide latitude for independent judgment.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369 [www.Atlantaga.gov](http://www.Atlantaga.gov). FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

#### **THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.**

THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS WHOSE QUALIFICATIONS THEY DEEM MOST COMMENSURATE WITH THE POSITION WITHIN 30 DAYS OF THE EXPIRATION OF THIS BULLETIN. NO OTHER COMMUNICATION WILL BE SENT REGARDING THE STATUS OF YOUR APPLICATION.

\*Verification required prior to appointment.

05/16/2005

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